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SPECIAL LIBRARIES

Vol. 17

December, 1926

No. 9

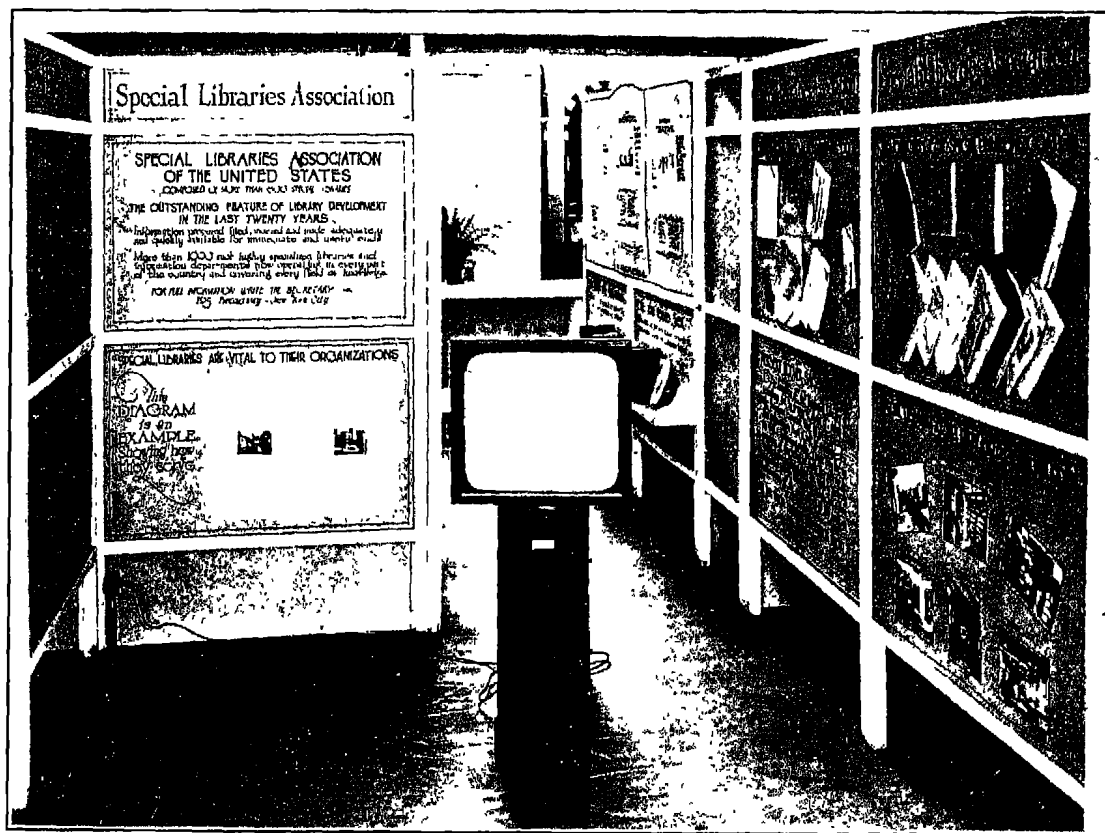


Exhibit of Special Libraries Association at the Sesqui-Centennial Exposition—1926

Newspaper Number

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THE SPECIAL LIBRARIES ASSOCIATION

Newspaper Number

EDITOR
Herbert O. Brigham
State Library, Providence, R. I.

SPECIAL EDITOR
William Alcott
Boston Globe, Boston, Mass.

Review of the Year

By William Alcott, Librarian, The Boston Globe, Chairman of the
Newspaper Group

SINCE our last conference, fifteen months ago, there has been a growing interest in this movement. My letter file contains correspondence from many parts of the country, and one letter from Italy, largely stimulated by the reports of the proceedings of the Swampscott conference, as published in *Editor and Publisher*, *The Fourth Estate* and *SPECIAL LIBRARIES*. We are indebted much to all these publications.

The four committees appointed last year—on Classification, Ethics, Membership, and Program, have worked constructively, and this conference will see results of their efforts.

The year has revealed some needs. We need, first of all, to understand how far we may co-operate with one another, and that is to be the subject of our present session this afternoon. Then in a very practical way we need help in our classification problems. How far from perfect our systems are! That subject will come before us at our second session. The report of the membership committee will soon be presented, and will speak for itself, and this splendid program, which has been arranged for us, also speaks for itself.

The Membership Committee, however, needs to have certain work done in order to achieve larger results. The last edi-

tion of *Special Libraries Directory* lists thirty-nine newspaper libraries. Our group has secured the names of more than one hundred and fifty newspaper libraries, and the list could be greatly lengthened. It is the work of a Committee on Libraries for next year.

We need a Committee on Methods, to collect information on efficient and better ways of office management, and to present it in such form that all may benefit from it. Correspondence through the year by a committee of three active members would yield large results for us. One round table discussion will be devoted to a newspaper library questionnaire. Some helpful information should come from that, and then, it seems to me, the matter should be turned over to a Committee on Methods for further investigation.

This year some effective work has been done here by Mr. Kwapil, because he was on the ground, in arranging the exhibit of photos, and it seems to me that that is a task that might well be assigned to a committee to work upon throughout the year, and to handle it at conference time, a Committee on Exhibits.

A surprising number of changes in library positions are constantly taking place. Since we last met at Swampscott three of the six Boston newspaper li-

braries have changed librarians. In other parts of New England there have been changes, in Portland, Me., Springfield and Providence. The Special Libraries Association of Boston has a Committee on Registration, which seeks to bring libraries and librarians together, and it seems to me that we might well start a similar committee.

We are a group of the Special Libraries Association. Any person engaged or interested in newspaper libraries in that Association automatically becomes a member of the group. At our first session we had voted that others could become affiliated with us upon paying a fee of \$1.00. The matter was not made sufficiently clear. There is need for such kind of membership. A member of the

American Library Association might wish to become identified with our group, or one who is not a member of any library association, and the affiliated membership meets the situation. There is also need for stating when the group year begins, and how many officers we shall have. These needs have been incorporated in a report on bylaws, which have been approved by the Executive Committee.

I recommend that the incoming chairman be authorized to appoint the new committees proposed here: a Committee on Libraries; a Committee on Methods; a Committee on Exhibits; a Committee on Registration, to consist each of three members, with the understanding that they shall carry on during the year, and present a report at the next conference.

Saving Time in Research

By Robert Hunt Lyman, Editor of the *World Almanac*

MY subject is dry, and I am as little fond of dry things as I am of the aridity of the country at large; but do not blame me for this. It was the choice of your amiable and hard-working committee. Blame them! The first duty of the committee is to take all the blame. I am not passionately fond of figures, but I have been brought up in the newspaper business, to have a very wholesome respect for the editor and the reporter who will take pains to get his facts straight, and who will verify his quotations.

If the essence of an education is, as I believe, to know where to go to get the information and the facts that you do not know, then I am speaking, I think, to one of the best educated group of people in the United States. That is your duty; and more, you have to supply to others the information they must have but do not know where to go for it. Those that have the sense to ask the questions should be fed.

The chairman of your committee was good enough to say to me that all his colleagues in the newspaper reference libraries found *The World Almanac* of particular value for ready reference on the facts of the day. I hope you do. I

have been in the newspaper business for over forty years, and in whatever department I have been I have always found *The World Almanac* of great value to me.

Many years ago, when I was night editor of *The World*, I set the rule that every copyreader and every desk man should have a copy of *The Almanac* in the drawer of his desk ready at his hand. You must make things easy to do if you want to get them done. How many times a man will take the trouble to verify what he thinks is a fact if he can immediately put his hands on a reference book in his desk rather than get up and go to the library for it; and if only he would do so more, by so much the librarian would be the more pleased also. The more people, the more teachers, the more school children who will learn to use the book for themselves, the more your tasks will be lightened.

After this long experience, when the editorial charge of *The Almanac* was given to me in 1922, I had one fixed idea in my mind:—To make *The Almanac* as valuable as possible for the man at the copy desk and for the man preparing an article. "Accuracy, terseness, accuracy" had been placarded on the walls of *The*

World Editorial Room for years by Joseph Pulitzer and had been the constant aim of *The Almanac*. The special aim now was to make the accumulation of figures and facts as available as possible.

We print three hundred thousand copies; the printing must start about October 1, and the last form must be in by December 20, in order to have one hundred thousand copies on sale in the first week in January. The plates must go to the printer in signatures of forty-eight pages each, and we send in nineteen of these signatures to make the nine hundred and twelve pages of text. The book cannot be sent in straight; as a matter of fact, signature numbers 15 and 10 and numbers 5 and 2 have gone to press. The signature No. 1, containing the Index, is obviously the last to go to the printer. The election tables cannot be touched until after the middle of November. One cannot hurry the President's message or the Budget. Consequently much ingenuity, guided by experience, must be used to get the matter that will stand for the earlier pages, and to so arrange the pages that there will be proper handling for the latest and essential facts:—and yet to maintain a reasonable consecutiveness in the text.

FORM OF ALMANAC

The book must have form and structure, and so far as possible I wanted to get it out of a rather haphazard formation which compelled one to look at the index for every fact to which he wished to turn. In rebuilding I added a Table of Contents, and anyone wishing to use the book with economy of effort would be well advised to run over this table of contents first. He will then see that the book is built on this plan roughly:—The Index, the roster of government officials, Congress, rulers of the world, ambassadors and the like; because we wish these lists to be as absolutely up to date as possible. Then the essential features of calendar, holidays, weather, astronomical data and the like. The events of the year follow—a full diary, list of the noted dead, benefactions, scientific progress during the year, notable happenings like disasters, Arctic explorations, development of aviation, and the like. This

record of the year continues with the Wall Street stock figures, bond issues, which have made New York the center of financial power, the reports of the Secretaries of the Treasury, Commerce, Agriculture, the settlement of foreign debts, The League of Nations, the Dawes Plan, the Locarno Treaty, budget of the United States, review of labor, and last but not least, the enforcement, such as it is, of the National Prohibition Law. In fact, not only what has been done, but the big problems that continue and are awaiting settlement, and on which information as to progress is needed every minute.

Then, in their proper places, will be found the figures for governmental activities, trade and commerce, and the like, tabulated for twenty or more years for comparison, educational and religious data, the colleges. I will not catalogue them. An added feature will be found in the descriptive articles of the United States and of the several states and dependencies, wherein one finds massed for separate consideration the most needed facts of each state by itself. On somewhat similar lines will be found descriptive articles on every country in the world, each carefully brought up to date, with the latest figures comparative where possible, serving as a review of the progress of each country.

It is impossible to put every fact in *The Almanac* in the index with the necessary cross references, without making the index larger than the book; therefore, I would suggest that the user of the book take the trouble to read at random the descriptive article of a state and of a foreign country, with which he is perhaps most familiar, and thereby note the pattern on which all are built. States and countries are self indexing as they are run alphabetically, and the plan for the segregation of facts in the Massachusetts article is identical with that for Pennsylvania, and the plan for the Argentine with that for Spain. The reader will find that in the countries where the greatest changes are going on, fuller accounts of the developments of the year are given. An extra effort was made in regard to the new states created by the war, and the progress in solving post-war prob-

Items such as the rehabilitation of Austria, Hungary and Germany, the reconstruction of France, and the varied changes made by the Bolsheviks in Soviet Russia.

In the mass of United States material are carried the Monroe Doctrine, the Declaration of Independence, the Constitution and its Amendments—none of them read half enough—the Tariff Law, the Income Tax, and such vital things as marriage and divorce laws, wills, inheritance, and the common basic business laws of the day. Of course, as a New York publication, with an especial field of our own in city and state, pages are given to both city and state that would be excessive in a book which aimed at the national field alone.

Further on we group pages of what for convenience we call "World Facts," lists of rulers, popes, authors, artists, musicians, actors, with the simple essentials of dates and correct spelling. And then chronological lists of memorable dates, of historical facts, disasters, assassinations. It is amazing how often one turns to these lists for verification of one's memory. And then there are the handy tables—altitudes, distances, metric system, even the multiplication table. Following is the year in sports, the champions of the past and their records, and at the end of all are the election tables. The first *World Almanac*, issued in 1868, was entirely a political handbook, as were the other annuals of note of that day. This election information has always been an invaluable feature.

INDEX IS THE KEY

This rough outline one can grasp in a half hour's handling of the book, and then comes the great problem:—How to find the fact you want at once, and when you want it. The answer, and I wish I could say this with absolute confidence and assurance, is THE INDEX. I hope everyone of you has had the fortune to make an index; the more exhaustive the better. It is a job that we approach with unfailing courage each year, and with the greatest humility. A perfect index has never been made, even by the *Encyclopaedia Britannica*, which has twenty-eight volumes of text and one volume of index, and the articles themselves are in

alphabetical order, which helps a lot. The invaluable *Statesman's Year Book*, also presenting the countries in alphabetical order and with each country given according to a well ordered pattern, has thirteen hundred and seventy-two pages of text and one hundred and sixty pages of index.

An editorial writer came down to me in a state of mind because he could not find the Bronx Zoo in *The Almanac*. He knew it was there. Where was it? I showed it to him in the index, twice,—Under "Zoological Park, New York," under "New York City, Zoological Park." He wanted to find it under "B", as "Bronx Zoo", which is its slang name. He went away audibly annoyed; but "Bronx Zoo" was so indexed the next year.

The trouble is there is no way of having all agree on the essential key word of a subject. As we cannot overload the index, I feel compelled to record the *American Geographical Society*, not under "A" nor "S", but under "G", with a cross reference under "New York City." We have the same trouble in our long list of associations and societies, which are carried alphabetically under the key word only. The Elks appear under "E" as "Elks", and not under "B" as "Benevolent and Protective Order of Elks."

It is our custom, by the way, to index each signature from the stone proofs as the forms leave the composing room for the electrotpe foundry. Each line with its page goes on a card, and these cards, about seven thousand in number, are alphabetized and sent to the composing room last of all. We carry cross references as far as seems necessary for clarity. Where one subject, like the chief industries of each state, is up for indexing, we do not say "chief industries, output, wage-earners—Alabama." then repeat for Arizona, and the other forty-six states, but carry the single index line—"chief industries, output, wage-earners, by states (see individual states)." To me this seems sufficient, but that is not the question. Is it sufficient for the man who wants to use *The Almanac*? Is there a better way? If so,

please tell us. We need help. But I think that if one wishes to make use of the facts and figures we have massed together and crowded into this book, he will find it easier and very much to his advantage if he will take a little time and get on to the method of its arrangement.

AUTHORITIES FOR INFORMATION

Of greater importance, from another angle, is the question: How far can one trust to the accuracy of the facts and figures contained between the covers of the book?

Whenever we can in our tables and articles, we specify the authority for the information given. It is not always possible, or advisable, to do so in textual matters where facts and figures come from many sources. One must be content with the general acknowledgment that the editor makes in his foreword, where in many instances specific credit is given. It is sufficient to say that our election statistics came from the several secretaries of state and boards of election; that our congressional tables are revised by William Tyler Page, the clerk of the House; that the lists of the cardinals and the Roman Hierarchy are brought up to date by the courteous Apostolic Delegate, and the two Houses of Bishops, by their secretaries. Then in certain specific instances due credit is given to those who have likewise helped, such as the Adjutant General, General Robert C. Davis, who for two years has been good enough to prepare the administration of the Soldiers' Bonus Act for us. Sir Andrew MacFadyen, after a personal interview, gave me all the figures for the involved reparations, and S. Parker Gilbert personally sends the figures for the working of the Dawes' plan. It is axiomatic that the higher you go with your requests the more speedy, the more courteous, the more full the responses.

We rarely take our figures directly from newspaper publications, but instead send directly to the source, not from distrust of the newspapers, but because of liability of repeating typographical errors, and a desire to do our own editing and so to see whether anything has been omitted in newspaper publication essential to the article we wish to make for *The*

Almanac. For instance, a summary in the New York Papers told us the bare result of a survey showing the debts of several states, and how incurred, that had been made by the Bank of America. A request to the bank brought us the full report, and the complete two page table, with permission to use it.

The dominion statistician of Canada, Mr. R. H. Coats, has for several years furnished us the latest figures for the dominion. The consul of Esthonia revised the article for that country. The editor of a newspaper in Prague revised the article on Czechoslovakia. The professor of Spanish in Goucher College, Baltimore, wrote me a very polite note on the inadequacy of the table of Spanish authors. At my request he gave me a complete revision of it. Major General Lassiter, head of the Tacna-Arica Commission, found time from his duties in Chile to revise the list of musicians. But I need not go further.

Of course in *The World* office we get from our own staff men, who write with authority, our stock table, bond review, labor review, sports, and the like.

There is a mass of other information in *The Almanac* that is collected, I may say, by main strength. A book agent came in last week with a book on the colleges for which he wanted \$10.00. He said we needed it, as *The World Almanac* statistics on the colleges were all wrong. He was shown a bundle of the questionnaires for 1927, such as we have been sending out for years, which had been duly returned, each one completely filled out by the registrar's office of the college concerned. He went away without a word.

This questionnaire is sent to every college on the list, some seven hundred in number, and from these answers our tabulated list is made up. Each questionnaire, each postage stamp, produce just one line for the *Almanac*—possibly two or three in some instances, where endowments and benefactions are sought. These returned questionnaires are carefully checked up, obvious errors noted and revisions asked for, and follow-ups sent to neglectful registrars.

I think you can trust the figures we get.

A similar questionnaire is sent to the several associations which we carry under that classification, also to the secretaries of state and auditors of the several states, and to the mayors of all cities above thirty thousand population. The net result to *The Almanac* in the last two questionnaires, also, is a line a piece in the tables.

I am just now revising a page table which shows the qualifications for voters in each state. A personal letter is sent to the secretary of each state, and from the answers returned the table is checked up and revised. Forty-eight letters, forty-eight answers—many sending also the election laws which have to be studied—and the net result fills but one page of *The Almanac*.

This you will admit is boiling down with a vengeance.

Of the larger articles, I can hardly tell you of the research which my associate editor, Mr. Fletcher Cooper, puts in to prepare the political history of the United States, and the biographies of the Presidents and their wives. It is interesting to note that in the political history I have had my attention called to but one error, and that was from a candidate for the presidency of the Prohibition Party, a number of years ago, whose initials were incorrectly given.

I may be pardoned, perhaps, if I call your attention to *The Almanac's* record of the scientific progress of the year in the several fields. Each notable happening or achievement is condensed into a clear, concise paragraph. Dr. Gilbert Grosvenor, president of the National Geographic Society, has had this prepared for us under his direct supervision for many years and it is a pleasure to acknowledge our indebtedness to him.

It is also a pleasure to testify to the increasing efficiency of the Department of Commerce. The "Consular Reports" printed weekly in "*Commerce Reports*" are a vast improvement over those formerly issued through the Department of State, and are vastly more speedy. From them is obtained many of the latest figures for agriculture, commerce, trade, and financial conditions of the foreign countries. This weekly publication of the department, and the many special articles

sent out by them in leaflet or pamphlet form, are at the disposal of everyone, and reflect the greatest credit upon the head of the Bureau of Foreign and Domestic Commerce, Dr. Julius Klein.

Similar information from the Latin American countries we get from Dr. L. S. Rowe, of the Pan-American Bureau, The United States Shipping Board and others. And in a general way, I may say, all government statistics published in *The Almanac* represent careful revisions made, willingly, by department officials.

In a bookcase on the top of my desk, each volume within arm's reach without rising, I keep these reference books that I require for constant, immediate use. These are, *Who's Who*; *Who Was Who*; *Who's Who in America*; *Whitaker's Peerage*; *Who's Who in the Theatre*; *The Century Cyclopedia of Names*. These are for personalities and are supplemented in another case by the German *Wer Ist*; the French *Qui Etes Vous* and other French reference books; also a file of *Who's Who*, English, and *Who's Who in America* in a nearby case. I find the *Century Cyclopedia of Names* invaluable for quick reference on spelling, dates, and high lights of individuals, and also of the characters of fiction and places. First use of this book will answer most of these questions without the necessity of going to the larger cyclopedias, or to the clippings filed away.

Then I carry the latest volumes of the almanacs, or year books, that I find most valuable. These are the *Statesman's Year Book*; *Whitaker's Almanack*; and the *Almanach de Gotha*; *Almanach Hachette*; *Politischer Almanac*; the *Anuario Pontificio*; also the *Chicago Daily News Almanac*; *Brooklyn Eagle Almanac*; the *Congressional Directory*, and, because I am a New Yorker, the *New York Legislative Manual*, and the *Official Directory of the City of New York*. The manuals of other states have a place by themselves elsewhere.

I carry on my desk, also, a handy desk atlas and the latest three volumes of the *Encyclopaedia Britannica*. Thus equipped one can do much without leaving one's desk.

Other year books, (such as those of foreign countries and labor, people's, naval, political, departments of state, agriculture, commerce and labor, aviation, chamber of commerce, census reports, and special numbers of the *Financial Chronicle*,) I keep at hand in my own bookshelves.

USING GOVERNMENT DOCUMENTS

When a new book of statistical value comes in, I find it highly profitable to run over it at once, to fix in my mind its design and makeup and method of presenting facts. I look over especially the table of contents and sample the articles; and I especially run over the index and test it out on several matters on which I have some familiarity. Then I know with reasonable sureness what variety of facts I can find in it, how treated, how full, and how to dig them out quickly. The book is thus filed away in one's brain automatically, and one knows that there the hand can be laid on a certain variety of matter when needed. It is worth while, too, to refresh one's memory with each new volume of a series as it displaces the old. There is the *United States Statistical Abstract*. One may have gone over the volume for 1922 with great care and filed it away in his memory. But the volume of 1923 supplants that, and the volume for 1924 supplants that of 1923, so if one merely trusted to the memory of 1922 he would miss much. The volume for 1922 had four hundred and sixty-six tables; that for 1923 had six hundred and ninety-nine, an addition of two hundred and thirty-three tables, which had no place in the memory for 1922. The volume for 1924 has added forty more, and presents a total of seven hundred and thirty-nine. How very important, it is then, that one should keep one's memory up to date so as to get the utmost advantage out of this invaluable work.

A great mass of source figures and facts is governmental. The government of each country has many departments, more or less independent, and I need not remind anyone who has worried with them what an impossible task it is in comparing figures to make them fit each other. If one fact ought to be exactly

known after twenty-five years, it is the area of the Philippine Islands. The Department of Commerce assures me that it is 115,026 square miles; yet the Bureau of Insular Affairs of the War Department, which administers them, assures me with emphasis that it is 114,400. Which is accurate and authoritative? if either? How can the harrassed editor of *The World Almanac* decide? I have seven different figures for the area of Mexico, each with some authority, and as for the area and the population of the countries with the new boundaries after the great war, not one set of figures seems to stand hitched for a single year. Moreover, if you feel really anxious for a troubled correspondence try to get population figures that will satisfy yourself from the Bureau of the Census and from the boosters of Seattle, Los Angeles, Detroit, and other growing towns at the same time.

Yet all figures of this kind, if one wishes one's book to have any authority or accuracy, must be obtained from the most authoritative sources possible and used, in my opinion, credited to that authority. It may not be a fact that the area of the Philippine Islands is 114,400 square miles, but it is a fact that that figure is the one given with the authority of the head of the administration for those islands.

I have found it very easy to get certain governmental source facts and figures from London—easier and more satisfactory than from the government departments at Washington. When I was investigating methods of supply in London in 1922, I went to P. S. King & Son in Great Smith Street, Westminster, who are agents of His Majesty's Stationery Office, as well as book sellers, specializing in books on governmental activities and statistics, and publishers of books, social and economic. I made arrangements with them whereby they mail to me immediately on publication pamphlets regarding certain lines of activities in the way of governmental reports, reports of the Department of Overseas Trade on the commercial, industrial and economic situation in the various countries, important treaties, doings of the League of Nations, and

the like. Many of these pamphlets run from a shilling to half a crown, some of the leaflets from a penny to sixpence. The bill is presented monthly to the World Bureau in London and paid, and when it reaches New York it is duly charged against the account of *The Almanac*. Every month I receive a bulletin of government publications and special books from them. Very rarely do I find that they have omitted to send me anything of importance. If I were obliged to wait for this catalog and then order by mail the books I need, I could hardly expect to receive them within two months of publication, and weeks and days have enormous value as the time of closing the forms draws near.

I have not been able to find any way to be sure of getting all the Government reports I need with equal promptness from Washington. The heads of the departments are most courteous in sending reports, but to get and go over all that the Government Printing Office puts out would require the bulk of one's time, and, I am afraid, a waste basket a day.

The superintendent of documents gets out a number of lists of pamphlets at nominal prices, but these are practically without dates and without any indication of contents, save such as one gets from the title. To order from these lists is unsatisfactory and often brings matter of very little use. Being in New York I can go to the Department of Commerce offices in the Custom House Building and look over their publications with more or less regularity and select what I want, but I do not think one can do this outside of a few large cities and Washington. I think we would be very fortunate if agencies, government or private, could be set up in all large cities where these current governmental publications could be handled and from which one could order as I am able to do from the English distributing house.

I used to be bothered very much about pamphlets. They are such a mess if lying flat on the shelf and are second only to clippings for gathering dust. I now find the best way is to get a lot of pasteboard filing cases and stack them up in

them rather loosely, so that they can be handled easily and added to without disturbing the system. These boxes are then stood in the bookshelves, the outside label gives the classification and where necessary a typewritten list of the pamphlets it contains is pasted on the inside of the cover.

GIVING INFORMATION BY PHONE

Seekers after information telephoning *The World* are switched to my desk. When a man is called upon daily to answer an amazing run of questions from "how high can a horse jump," to "what is the name of that American girl that sang in the opera some years ago?," he needs to have his material within easy reach and classified so that he can find what he knows he has at the moment he wants it. Every man to his own! I never quarrel with tastes or another man's methods; each must work out the system he can handle best.

Sometimes it seems to me that *The World Almanac* fulfills its greatest function in deciding bets. Daily I get telephone calls though not so frequently as in the pre-Volsted days, asking me, perhaps, what was the date of the Armistice. I give it. The answer comes, "Just a minute, now you tell Bill here just what you told me, will you?" And I do. The winner never splits with me. Never! Sometimes the loser will send an indignant protest, hinting that he lost \$50.00, and that *The Almanac* is wrong, and he thinks that something ought to be done about it. It isn't done, because up to date I luckily have only been caught once, and that was on a typographical error, where Garfield's death was given as on September 10, instead of September 19. Agate cyphers and nines look very much alike. But as it was correctly given in two other places I rather had the edge on the kicker. My most indignant correspondent knew perfectly well that a certain horse had won a certain race on a certain day because his son was born on that day and he remembered. But *The Almanac* was right, and I am afraid that he will have difficulty in explaining to his son why he was born two years too late.

There are and will be typographical errors, mistakes, and blunders in *The Almanac*, and my good friends call my attention to them and they find them. I have found more than they have. But I thank them and always shall, because if one gets by it is apt to be repeated, and by the courtesies of the users of *The Almanac* we are eliminating what we can.

Permit me to emphasize to you above all others the closing sentence of the Foreword of *The Almanac*:

"The Editor acknowledges with pleasure the receipt of valuable suggestions sent him by readers and repeats that he will welcome any that may be made to the future benefit of *The Almanac*."

We make *The Almanac*. Its purpose is "saving time in research." So far as it does save you time, we are very much pleased. If you see where we can improve it in any way, so that we can save you and all others more time and save it better, please offer your suggestion, for you are the users of *The Almanac* and it is made for you.

Supporting the National Organization

By Francis E. Cady, President, Special Libraries Association

IN the case of industrial libraries it may be said that directly or indirectly the sole purpose of Special Libraries Association is to help the librarian to make the library more useful to the company and in particular to the executives. This is a worthy purpose and if those in charge of a concern find it worth while to maintain a library, they will be glad to provide whatever is necessary to make it more efficient in equipment and service.

In these days, practically every profession has an association at the meetings of which members can exchange experiences and through co-operation, work out results which will benefit the profession as a whole and in consequence, each individual. Such is Special Libraries Association. Let each librarian ask him- or herself "Is my library now being used to the limit of its facilities and possibilities by the employees and executives of the company?" If the answer is "No", then he or she needs the Association and there is need and justification for the Association.

To what extent in the past the Association has fulfilled its purpose must be determined by each member through a study of his or her own individual experience, but judging from the interest and enthusiasm, there was no question of this kind on the part of those who attended the Atlantic City meeting. In order to continue to fulfill its function, the Association must be supported and this support must take the form of funds and participation in group activities.

To some, the institutional membership fee may seem a problem but if they will only realize that it is to be paid by the firm and will not come out of their own pocket, the problem reduces itself to a question of recommendation based upon conviction of the value and effectiveness of the Association.

Thoroughly realizing these points, the librarian can recommend institutional membership with the same, yes, even more, readiness than is shown in recommending some book whose cost is \$15.00, and in special libraries there are many such. Special Libraries Association not only provides opportunities in the form of annual meetings and more frequent local meetings where experiences can be exchanged, contacts established and joint activities carried out, but also maintains a journal and puts out other publications in the form of bulletins, directories, pamphlets, etc. which serve to preserve and make available the results of association work. Is it not safe to say that no single book could possibly mean as much as membership in the Association means in making the library more valuable? All larger industrial concerns maintain membership in a number of associations and (as was stated in one particular instance) there are doubtless many such memberships which could not be justified, dollar for dollar, nearly as readily as that in Special Libraries Association.

The first use to which additional funds will be put, will be to furnish the editor of the journal with sufficient assistance to enable him to continue the publication without that sacrifice of personal time and effort which has characterized the work of the past few years, and to enlarge the size of the journal to include material which has heretofore been omitted through lack of space. Serving without remuneration except on occasional honorarium, our editor is deserving of the heartiest support. Let us show by our prompt endorsement of the new program of membership dues with its consequent influx of funds, our appreciation of what has been done in the past and confidence in what can be done in the future, and our loyalty and support of Special Libraries Association.

Special Libraries

EDITOR, Herbert O. Brigham
State Library, Providence, R.I.

ASSOCIATE EDITORS

Ethel Cleland
R. H. Johnston

Henry H. Norris
Rebecca B. Rankin

A. A. Slobod
Margaret Reynolds

Executive Board Meeting

THE Executive Board held its winter meeting on December 1, 1926, at the Hotel Roosevelt, New York City, with only one absentee. In addition, representatives of the local associations at Boston, New York, Philadelphia and Pittsburgh were in attendance. The board received reports from the officers and voted to adopt the scale of dues suggested by President Cady. Namely: institutional members \$15.00; individual members \$5.00 and associate members \$1.00. Formal announcement of this action will be printed in the January issue of SPECIAL LIBRARIES. Various committees were appointed and after acceptance the names of the members will be announced.

It was voted that the price for the annual subscription to the magazine be unchanged.

The members after a brief discussion selected Toronto, Canada as the place of the annual conference, the time during the week beginning June 20, 1927.

* * *

In this issue we are giving a special place to the Newspaper Group which has developed into one of the strongest groups in the Association. Each year the attendance of this group at our national conference exceeds that of the previous year and the representation is a cross section of the leading newspapers of this country. The meetings of the Atlantic City conference, outside of certain business matters, were devoted to an intensive study of newspaper library problems. The dinner meeting at the beautiful Penn Athletic Club in Philadelphia was a great success. The speeches were of high order and covered a wide range of subjects. We congratulate the Newspaper Group upon their success as an organization which in many ways is a fine example to the national body.

* * *

The editor takes pleasure in announcing that Miss Mary C. Parker of the Federal Reserve Bank of New York, 33 Liberty Street, New York City, will become an associate editor and will assume the department entitled "Personal Notes," so ably conducted by the late Miss Wells. Correspondence concerning this department should be addressed to Miss Parker at The Federal Reserve Bank of New York, 33 Liberty Street, New York City.

What Do Our Readers Want?

A GROUP conversing at Atlantic City began to discuss SPECIAL LIBRARIES and the editor remarked that he wanted the librarian to be able to show the magazine to her executive and to interest him in its contents. A listener said: "But you are not publishing the magazine for the executive—you are publishing the magazine for the librarian."

Later discussion clearly showed the need for this editorial. What do our readers want? The editor during his period of service has given the subscriber a wide range of subjects. With the assistance of his associate editors he has developed special departments for library problems and for publications of interest to special librarians. We have featured personal notes about our members and allotted a large portion of the magazine to news of our local associations and their problems. We have recognized the groups by assigning special numbers to their interests. We have recognized the localities by devoting special numbers to a particular section of the country. We have given a column to "Science and Technology" and another column to "Library and Research." We have prepared copy for the statistician, for the economist and for the market analyst. We have asked men of distinction to write for our columns, men high in the field of transportation, of insurance and of statistical interpretation.

Have we succeeded in accomplishing the purpose of the magazine? Will each subscriber write to the editor and give him his or her frank opinions? In no other way can we gauge the sentiment of our membership nor can we place the magazine in the position to which it is entitled in the library field.

* * *

A Field for the Special Library

THE *Electric Railway Journal*, October 2, 1926, under the heading "Special Libraries Can Help Plan for the Future," states: "Knowledge of any business, both in general and in all its details, is essential to success. Research workers are striving constantly to discover new methods, new materials, that will lead to better results in industry. They are telling the story of their accomplishments month by month and week by week in the technical and scientific press. Unfortunately, a great deal of valuable work is lost to industry through failure of others to find the published reports. Studies are made over and over, experimental researches are prolonged, and even inventions are duplicated on account of lack of access to the original publications or failure to locate the articles." Reference is made in the editorial to an article by C. A. Capper, director of research of the Los Angeles Railway, which appeared in the June issue of SPECIAL LIBRARIES. Our readers will recall that Mr. Capper suggested to the leaders in the electric railway industry that they should study the urban environment rather than mechanical problems as the immediate future of this form of transportation lies in the making of social and economic adjustments. The editorial concludes: "Here is a real field for the special library, and one that alone can justify its establishment."

Co-operation Among Newspaper Librarians

By Paul P. Foster, Director, Reference Department, The Philadelphia Inquirer

This address under the above heading constitutes the report of the Committee on Ethics.

WHEN our chairman established this committee he suggested that we consider not only the limitations that should govern the relations of newspaper reference departments—and these are fairly obvious—but that we should try to emphasize the positive side—the possibilities of co-operation and helpfulness. At the same time Mr. Alcott outlined the fundamental aims of the newspaper group on the following general lines:

The newspaper reference department exists for service; for instant verification of facts; for assembling and compiling essential general, biographical and photographic material, covering all local, domestic and international needs.

The director of such a department should be familiar with newspaper practice and with library technique. The department should be organized on a simple, efficient and logical basis, to obviate the necessity for radical changes when a new director takes charge.

Finally, it is the aim of the newspaper group to develop an ideal department, to attempt to standardize classification systems, to introduce economical and efficient methods of administration, and to increase the value and standing of the reference department and its director.

With these aims, as outlined by our chairman, I am sure we all agree in general, if not in detail.

In any discussion of the problem of ethics, or rules of conduct, that should govern the relations of newspaper librarians it seems to me well to recall what the late President Harding said on the occasion of his last public appearance in Washington, in April, 1923.

At that time the National Association of Newspaper Editors, after long discussion, had adopted seven lengthy "canons of journalism" which, with their divisions and subdivisions, ran to several hundred words. President Harding, in his speech before the members of the Associated Press, heartily endorsed these seven canons, but condensed them to just seven words—"Be decent, be generous, and be fair." And this concise summary of rules of conduct seems to me a most admirable one as a guide to our relations. Each of us is a trustee for a collection of material whose value cannot be

estimated. This material is the property of each individual newspaper. We cannot lend it or give it away, except in very rare instances. The information we possess is a different matter. This, in most newspaper offices, is freely available to anyone and everyone, and in emergencies we may be generous with it to fellow librarians, always provided the privilege is reciprocated and not abused.

OPPORTUNITIES FOR CO-OPERATION

If, to cite an actual case, the religious editor of the *Boston Globe* requests the reference department for a photograph of a prominent Philadelphia clergyman and none is available, Mr. Alcott naturally wires the reference department of the *Public Ledger* or *Philadelphia Inquirer*, and receives a photograph on the following morning. Here is a good example of co-operation, which imposes no hardship on the lender and violates no principle of ethics.

The business office may ask us for information on all the publicity which the newspapers have given to our local airport. Here is a case where we would be justified in asking help from our fellow librarians and the resulting summary would be useful to all.

The managing editor may wish to learn whether an obituary of a comparatively unimportant person has appeared in print. Our clippings and our index do not contain it. Here again we are justified in asking the only other local newspaper that maintains an index whether or not the obituary appeared in their columns or was clipped from some other newspaper. With a negative answer we can report to our managing editor with a clear conscience.

Your committee feels that the relations of newspaper librarians need no set of specific rules, Mr. Chairman, and that the fairness and good sense which should govern the relations of individuals apply as well in the relations of our respective departments.

In closing let me say that the formation of the Newspaper Group of the Special Libraries Association marks a new era for newspaper reference departments everywhere. The "morgue," with all its connotations of isolation and suspicion, is passing and newspaper reference departments are taking account of

stock. We now have a clearing-house where we can compare experiences, consider methods and discuss our common problems. This cannot fail to promote friendliness and mutual understanding.

If each of us will contribute something of

value from his or her experience, all of us will profit. Our organization will thus help to make the newspaper reference department more and more essential and our own value to our respective newspapers cannot fail to be enhanced.

Standard Classification for News Clippings

By Joseph F. Kwapil, Librarian, Public Ledger, Philadelphia

This address, under the heading "Standard Classification for Newspaper Libraries," constituted the report of the Classification Committee of the group of which Mr. Kwapil is chairman.

IN the newspaper library at present there is great diversity of opinion as to correct classification of news clippings. Almost every newspaper reference department has its own individual system of classification, differing from that of any other reference department, yet the material is practically the same. I have even found different systems of classification within the same department, due to the fact that there had been a change of librarians, and it was impossible for the successor to fathom the technique of his predecessor. There are instances in many departments where there is confusion in classification, material being scattered under several classifications, because different members of the staff have taken a different angle on the same story.

The newspaper librarian has had to blaze his own trail, for he has had no Dewey to do this for him. He is the pioneer. He has had to be his own classification expert. As new subjects came up day by day, on which there had been no previous classification, he has had to improvise. Consequently there are many vagaries and inconsistencies in the clipping file of many reference departments. A standard classification would correct this. When in doubt as to classification the clerk on classification could consult the hand book on classification.

Newspaper librarians stand out distinct from other librarians. Our problems are more complicated and varied. We cover a wider range of subjects and materials than most others, and it is up to us to work out our salvation. We can do it as a group more efficiently. The task of classifying the whole range of news clippings, is too great for any one individual to undertake, in conjunction with his daily duties.

Much thought has been given to this undertaking as to ways and means of accomplishment. It has occurred to me that possibly some big newspaper publisher, who is public spirited and takes a pride in journalism as a profession might set aside a sum of money for carrying out this undertaking. If this were the case it would be possible to appoint some one of the very highest calibre and experience to undertake the work, devoting his entire time to it. This person would have access to the very best reference departments, and assistance from those in charge to carry on this work. A committee appointed by this group could co-operate in the work. They would, when called upon, pass on all the classifications and act in an advisory capacity. With this committee it would be possible to get direct and quick results, and possibly in a year's time we might have ready a very complete working classification system.

It is my suggestion that this group immediately appoint a committee to take up this subject with the officers of the American Newspaper Publishers Association, as, after all, the members of that body will be benefitted through the higher standards set in their own individual libraries. No doubt it would receive their most earnest consideration. That some public spirited publisher should become interested in this work, if he were approached in the right manner is not an impossibility.

During the past year a Committee on Classification of which I was made chairman was formed. The speaker called personally on Miss Welland of the *New York Times Index*, and Lee L. White of the *Detroit News* and prevailed on them to serve on this committee in an advisory capacity. The work at present is in the preliminary stage. The committee should not, I think, undertake the matter of arrangement when the classification is complete, but that should be left to the individual

librarian to arrange as best suited his own needs. He may use a numerical or alphabetical system or divide them into groups, such as personal, subject and geographical. However it would be the object of the committee to work out a complete range of classification covering every field of knowledge, with a complete set of cross references to make the system as airtight as humanly possible.

At the completion of this work it would be referred to each member of the committee to

check over the classifications for errors and repetitions. In case of disagreement on classification it should be brought before the group and voted on as to which should be accepted as standard.

Suggestion is made that the preliminary work be done on cards as this will mean more flexibility. When the work is completed it can be made up into printed pages, allowing spaces for additions and corrections in the final form.

Difficulties in the Way of Standard Classification

By Miss Jennie Welland, Editor, New York Times Index

TO open discussion on the proposal that a standard classification for newspaper libraries be gotten out by the Newspaper Group, it is my place to raise questions and to stimulate an interchange of ideas on the subject. The first question to be considered is: How great is the need? As far as the demand among newspaper libraries is concerned, factors that help in determining this are the number and kinds of newspaper libraries, as represented in the Newspaper Group. I would distinguish between the number of persons in the group, and the number of offices represented; that is to say, one paper may be represented by more than one person. In considering the kinds of libraries represented, one would consider not only whether the libraries are large or small, but also the extent to which a librarian has freedom of action in determining his methods, and expending funds for re-organization. A survey of the newspaper library field with a view to finding how many newspaper offices wish a standard classification, and would adopt it if they had it, would throw light on the extent of the demand in newspaper offices.

Another question is: Would such a classification be limited to the newspaper field or be made available to other types of libraries that have information files? The newspaper file contains clippings on almost every conceivable subject, and a classification that would be workable for a newspaper file would be readily adaptable to any general information file.

Another important point is a survey of the field to find out what has been done along

this line, and whether or not the systems of classification that have been published fill this need or can be adapted to fill it. Since there are no illusions as to the expenditure of time, money, and energy that a new classification would involve, the advisability of such a survey is obvious.

SUBJECT HEADINGS NOW AVAILABLE

I might mention:

- 1—Library of Congress subject headings.
- 2—*American Library Association List of Subject Headings*
- 3—*List of Subject Headings for Small Libraries*, edited by Minna E. Sears, and published by the H. W. Wilson Co. A new edition, revised, 1926, is now available, and contains not only *See*, but *See also* references as well.
- 4—*Subject Headings of the Information File*. This list is compiled from the information file of the Newark, N.J. Public Library, is edited by Mr. John Cotton Dana, and published by the H. W. Wilson Co.
(Lists numbered 2, 3, and 4 are all arranged with blank spaces sufficient for substitutions or additions of subject headings to fit the need of individual libraries.)
- 5—*Public Affairs Information Service*.
- 6—*Reader's Guide to Periodical Literature*.
(There are also special indexes, such as *Industrial Arts Index*, *Agricultural Index*, and *Engineering Index*, which are useful in working out the classification of a special field of knowledge.)
- 7—*The New York Times Index*. Because of the broad scope of news covered by the *New*

York Times Index headings which cover this news are adaptable to information files throughout the country. It is widely distributed and, therefore, readily available. The form of publication, that is, quarterly, insures the revision of subject headings every three months in line with current news.

Having considered, therefore, the extent of the demand, and having surveyed the field to see what has been done, the way is open to a decision by the Newspaper Group as to whether or not it wishes to undertake a new classification.

The next question that arises is: If the work is undertaken, along what lines should it be done? Should it be a detailed classification, with many subdivisions worked out, or should it be worked out on broad general lines? The main arguments against a detailed classification are, 1—It would not be applicable alike to large and small libraries; and, 2—the ever-changing current of news would render it out of date before it was printed.

Would it not be better to plan a classification along broad general lines, one that would give only major headings and major subdivisions, with suggestions as to *how* to decide on headings and subheads? This feature, that is, suggesting methods of choosing headings rather than giving too many headings in detail, would be particularly important in newspaper clipping files because the newspaper librarian gets his material fresh every day, with new slants daily, and he must be ready to use his own judgment.

To illustrate: Just as in the *American Library List of Subject Headings* there are form subheads to be used under cities, so a list of form subheads might be compiled for persons' names,—e.g., Addresses, Taxation, etc., as Coolidge (Pres.) Calvin—Addresses; Cool-

idge—Taxation. Hoover, Herbert—Addresses; Hoover—Taxation. Another list might be compiled for countries.

Another helpful method in choosing headings would be to make a selected list of subject headings which could be used throughout the files as subdivisions under main headings. For instance if Aeronautics is a subject heading, then in making subheads under Coolidge, use Coolidge—Aeronautics, *not* Coolidge—Aviation. If Aviation is a main heading, then use Coolidge—Aviation, *not* Coolidge—Aeronautics. Similarly if one uses Aeronautics—Industry let it be Radio—Industry, *not* Aeronautics—Industry and Radio—Manufacturing.

The use of such a list would make for consistency, and be an important factor in standardization. It will readily be understood that I have attempted to do no more than skim the surface of the question of method. As I said before, I consider it my function to bring the questions before the group for consideration.

In connection with the method suggested for choosing headings, I might add that there is now in preparation in the editorial office of the *New York Times Index* a guide to methods of compiling the *Index*. The main headings are in card form. It is planned to combine this list and manual of rules in printed form for the use of members of the *Times Index* staff. Sufficient blank space will be left for additions, revisions, and explanations to be noted. It is possible that when this is ready to be printed, additional copies may be made available for outside distribution. If that is done, suggestions for adapting *Times Index* headings to information files of small or average size will probably be included in the manual.

A Questionnaire for Newspaper Librarians

By Agnes J. Petersen, Librarian, Milwaukee Journal

THE newspaper library is today recognized as an essential part of the modern newspaper plant. Many buildings have been remodeled to make room for a library. Where new and beautiful buildings have been erected, the library is the centrally located department. All this shows that the library has won its place with what are usually termed the "hard-boiled" newspaper men. And it is well to re-

member that no part of a newspaper institution ever wins a place, or holds it, except through results.

Newspaper librarians, themselves, are responding to the increased demands that are being made upon them, and are taking advantage of their new opportunities. Clumsy and obsolete methods are being discarded and are being replaced by up-to-date plans, with

material so classified, that errors can be eliminated and the largest possible percentage of requests filled correctly and promptly.

Perhaps now, with the newspaper accepting the library and the enlarged tasks that come to it, is a good time to take stock. We ought to mark this milestone. And how better may it be done than in the form of a questionnaire through which the librarians participate in compiling the information needed. It cannot be obtained in books or in any other way. The librarians are the only available source.

The answers to this questionnaire will represent the history of each library so indexed for 1926-1927. Five to ten years from now, we will be able, looking back, to see just where we stood. And we would know whether we had made satisfactory progress, and how far we had departed from the methods we now employ.

For one thing, we will learn where the newspaper libraries are. No one today has anything like a complete list. Likewise, it would give us a complete roster of newspaper librarians.

In regard to the work of the libraries, we ought to be able to learn how they are organized, what progress they have made, what particular methods they have worked out to suit their needs, what their filing systems really are. From that we could judge what they have of value that could be used to advance newspaper libraries in general. The questionnaire, which follows, aims to cover every activity of a modern newspaper library:

Questionnaire

NAME OF CITY.....STATE.....
NAME OF NEWSPAPER.....
NAME OF LIBRARIAN.....

Organization

Date of organization of library?
Number of employees?
How many on full time? How many on part time?
Education qualifications required?
Salary? (average)
Number of hours per week work required of assistants?
How many and during what hours is the library open?
Is your department open six or seven days weekly?

Size of Library

Are the cuts, mats, photographs, books, clippings, periodicals and pamphlets filed in one room?
How many reference books in your library?

How many periodicals?
How many pamphlets?
How many clippings?
How many photographs?
How many mats and cuts?

Service

Does your library serve all the departments of the organization?
Does it serve the public?
Do you encourage outside calls upon your library?

Equipment

What does your equipment consist of?
(Cabinets)
(Shelves)
(Arrangement)

Clippings

Do you file clippings alphabetically by name and subject heading, or by number with a separate index?
Do you file any clippings except biographical ones?
Do you have separate files for biographical, subject and geographical clippings, or do you file all biographical, subject, and geographical material in one alphabet? Dictionary form?
Do you file any clippings of only temporary value? How?
Do you file clippings of crimes, accidents, divorces? How?
Is all material in your paper classified and filed?
Do you file each clipping in a separate envelope, or do you use, wherever practical, group clippings—for example, clippings on a complete trial in one envelope, or do you use a separate envelope for each day's story?
What size envelope do you use for filing clippings?
How do you file political material?
How do you file congressional material?

Photographs

Do you file photographs? How? Alphabetically or numerically?
Do you index illustrated books for personalities?
How do you file your oversize photographs?

Cuts and Mats

Do you file cuts and mats?
What size envelopes do you use?
Do you use the numerical system with a card index?
Do you use the alphabetical system?
Do you file your personalities in the same file with geographical and subject material, or do you use separate alphabets for each?
How do you file your oversize cuts?

Clippings, Cuts, Photos, Weeding of

How do you determine what to weed from your files?
Have you a time limit?

Negatives

Do you file negatives?
How?

Reference Books

Is your reference library kept in the room with cuts, photos, and clippings?
What sort of a catalog of your reference collection have you?
Do you make your own catalog?
Are books kept for recreational use of employees?

Pamphlets

Do you index and file pamphlets?

Periodicals

Do you file magazines?
Do you bind for a permanent file?
List them, please?

Bound Files

Do you bind your newspapers?
Do you bind any newspapers besides your own?
What papers do you keep on file?
Do you use *New York Times Index*?

Fillers

Does your library assist in getting Bulldog material for your early editions?

Index

Do you index your paper? On cards or long sheets of paper?
Do you keep an index of questions answered? How?

Withdrawals

How do you indicate that material has been withdrawn from your files?
Have you a time limit for material withdrawn from files?

Shell Casts

Does your paper furnish shell casts from other papers, individuals? If so, does the library handle this service?
Do you charge for this service?

Photographs

Does your library return photographs borrowed by Roto, Sunday editorial, state, and news departments?
Do you keep any record of these returned photographs?

Records

Do you keep a record of service rendered by the library—daily, weekly, monthly, or yearly?
Do you require signed requisition slips before giving out cuts, photos, or clippings?
Are requisition slips signed by heads of departments—for example, does the city editor sign for each reporter before material is released to him?
Do you keep any weekly or monthly records to show the comparative growth of your department (clippings, cuts, photos, etc.) and service given by your department over a number of years?
State average number of service calls rendered by your department daily.

Building a Photo Morgue

By Maurice Symonds, Librarian, Daily News, New York City

IF we were to compare a newspaper photographic department, we would have to go to a thriving business to get a parallel, because a newspaper picture department is built on lines similar to that of any other kind of industry. Large tabloid newspapers, as well as the non-tabloid, depend upon a subsidiary to keep them well supplied for their special needs. On the *Daily News*, we have the Pacific and Atlantic Photos, Inc., who supply us with pictures of events that occur throughout the world. In every remote corner of the universe the eyes of the camera are on the job, and pictures of these occurrences appear in the *Daily News*. Other newspapers have their special services, like the Wide World for the *New York Times* and the International, for the Hearst papers.

In the course of a week, photographs coming to us through this channel, used and unused, number approximately five hundred. But

much depends upon our own staff photographers for things locally. Our P. and A. may take care of us in foreign places, but when something of importance occurs in our vicinity, these events are covered by our own staff photographers. Over fifty assignments are covered each day, and several shots are taken of each subject covered. Photographs used and unused, from this source number one thousand a week.

Publicity seekers, the mails, the stage and film world also help build up our department. Our city editor constantly sends in photographs of criminals, and missing persons. Editors from the various departments send in batches of photographs to be filed for future use. Counting all in all, and from every angle, our weekly total amounts to two thousand photographs.

All pictures filed are rubber stamped with the name of the newspaper on the back, and

the date. Syndicate pictures usually have a lengthy caption with a date line. These captions, however, we neatly paste on the back of pictures. This is necessary, because if the subject has five names, we would cross-file five ways. If this caption is torn off, we would find it difficult to identify who's who. Frequently a photo has only a name, without further explanation. We make every effort to get details before filing. Unless it is of President Coolidge, or somebody known, we find such photos without identification, annoying and sometimes dangerous. We do considerable cross-filing. All group photos are cross-filed. If we have a photo of three sisters, we make three individual folders. The name under which a photo is filed, is circled, or stamped "File Under." Whenever a photo is used in the paper, the complete caption from the paper is pasted on the back of photo and dated. If it is a short story, we paste complete story on the back. This method enables us to give date when used, and the caption gives the facts surrounding the picture or photo. Our reporters frequently find the data on back of photo helpful in writing their articles, and it holds down our clipping requests to a minimum.

WHAT GETS INTO THE FILES

We do not file all pictures that come to the library. Sometimes 20 to 30 per cent. is reduced each week. Of course, it is in knowing what not to file that keeps the files from sudden growth. For instance, syndicate pictures cover a wide area, yet many of these pictures are only "a one day story." Tomorrow the scene or personality loses its importance. Then the question "to save or not to save" comes up, and the librarian must make final decision. Photos taken by staff photographers are treated the same way. We do, however, save all pictures that have appeared in our paper, though all are not filed. What are used and not filed we put in a special section known as the "Pickle." These pickle pictures are placed in large envelopes, and put up in monthly batches and held indefinitely. Occasionally we get calls for pictures which are in the pickle, and these are easily located. We also have a section for unused pictures, which are held and treated the same way. In other words, nothing is discarded. We simply keep out of our permanent files such material as we think not suitable, thereby holding down expenditure for file equipment.

Because we have an extensive picture collection, nearly one million, we have attempted to establish a method to simplify our filing system to enable us to get material without any unnecessary delay. To accomplish this, our files are strictly alphabetic. Pictures of Coney Island, London, Woolworth building, are filed under their specific headings. Whenever we find grouping essential, we break away from set rules and file accordingly. For instance, we found that Race Horses would be more convenient to locate by having them filed under Race Horse as a heading, and the name of the horse in alphabetic order. All animal pictures are filed together such as Animals (Cats); Animals—(Dogs). Royal families are filed under countries, and each royal-person has a separate folder. Our Mc and Macs are merged. Our Brown-Browne, Clark-Clarke, Johnson and Johnston, and all similar catches in proper names are filed together. Hundreds of names in the files are alike. We have twenty John Browns, and thirty James Smiths throughout the file. These folders are all properly marked with their titles, but we put on a warning with a rubber stamp "Watch Next Folder." On persons deceased, folder and contents are indicated in large type "DEAD" with date of death on flap.

The only way to keep a good working picture file is to guard it, keep in touch with it daily, transfer marriages, watch deaths. Insert only photos which have immediate or future use. Constant insertion means more file cabinets. General weeding or discarding should not be considered until picture files are more than ten years in use.

Bibliography on Illumination

The Committee on Illumination of the Technology Group has issued, as Information Bulletin No. 4, a bibliography on Illumination. The publication is in similar form to a list of references on the same subject selected from technical periodicals, proceedings and other current sources for the year 1924-5. Both of these bibliographies have been financed with the aid of the Illuminating Engineering Society. The publication is a great credit to this important committee of the Technology Group. A copious subject index is of value to the user.

Efficiency in the Newspaper Library

By Richard Meyer, Manager, Reference Department, New York Daily Union

THIS is a statement of the methods used in the *Daily Mirror* Reference Room. My thought is to draw similar statements from the reference rooms in other newspapers. By such an exchange of ideas, I believe, we can all learn how to improve this important phase of newspaper making. The *Daily Mirror* is two years old. We were able to make a fresh start with modern equipment—and were not handicapped by out-of-date routine.

Over two hundred thousand photographs are filed and indexed in heavy manila expansion folders. Folders are grouped alphabetically by subjects. Cross-references are noted right on the folders. This avoids the need for any card indexing. It is faster and more accurate than envelopes. It saves space. The records on these folders are typewritten. We use thirty-four letter-size steel cabinets for the photographs.

Much the same system is used for filing cuts; but envelopes are used in place of folders. We have fifteen invoice-size cabinets for the two- three- and four-column cuts; and four 3 x 5 upright drawer cabinets for the one-column cuts. Also one upright cabinet for the six-pica cuts. We have now some eleven thousand single column cuts; six thousand half-column (six-pica) cuts; and sixteen thousand two- three- and four-column cuts.

Clippings of everything in the *Daily Mirror* and important matter from other newspapers, are filed in cabinets with 5 x 8 folders. Some twenty-five thousand separate subjects are covered.

The work of the Reference Department is handled by the manager and three others. Each has special work for which he is responsible; one man files photographs and clippings; another handles the cuts; and a third is a night-man. All are familiar with the whole work of the department so that if any one is absent, there is no delay.

Among our practices which seem specially worth considering by any other reference room, are these:

(1) Keep the entire record right on the folder (in the case of photographs and clip-

plings) or on the envelope (in the case of cuts and clippings); and file these alphabetically. This saves confusion, delay, inaccuracy, and waste of space that result from separate card indexing.

(2) File everything in *steel vertical filing cabinets*. These take less space than wood cabinets, stand up better, are faster, cleaner, and safer than shelves.

(3) *Date everything*—as soon as it comes in. This is not only necessary for a complete record, but is a big help in identifying related material.

(4) *Avoid incomplete work*. If any of the day's grist is left uncared for, it soon piles up and gets misplaced or damaged.

In avoiding libel suits, the main factors are these:

Don't take a chance. When in doubt about the name, the place, or any other fact which goes in the label of the photograph or cut, we make sure we are right. Any doubtful point can be run down and cleared up by asking some one who knows.

A libel notice blank is put with the photographs, clippings, or cuts relating to any topic which has drawn a complaint or a suit. This is a warning to any one who may later seek data on the same topic.

We feel it is important to go the limit in courtesy, both to our own staff and to readers who 'phone for information.

We always welcome suggestions from those on the *Mirror* staff—or on the outside, and one purpose of this brief article is to draw, from the older newspapers, suggestions for improving our methods. Any newspaper reference system, of course, must be adapted to meet its own needs. In our tabloid picture newspaper, photographs are naturally of special importance. A check of several recent issues of the *Daily Mirror* showed that upwards of 40 per cent. of the pictures were from photographs or cuts furnished by the Reference Department.

A Published State News Index

By Mrs. Stella M. Champney, Editor, Michigan News Index, Adrian Daily Telegram, Adrian, Mich.

EARLY in the year the editor of the *Michigan History Magazine* asked me to write an article on the human side of the *Michigan News Index*, Volume I. He would have come nearer the truth had he asked for something about the inhuman side of it. For that is the thing that stands out sharply against the background of the first months of the year of 1925, when a battle was waged in the office of the *Adrian Daily Telegram* between key words that refused to come out of the printed page, and my own endurance.

Briefly, in explanation of that statement—temperamentally and by training I was unfitted for this work, which demanded close attention to dry detail. My years as a metropolitan newspaper reporter and special writer had kept me in the whirl of life. I had always tried to do a man's work in a man's way. It was all that satisfied. This looked like a man's work. Therefore, I took it as an assignment. You newspaper people know there is only one thing to do with an assignment. And that is, to cover it.

The *Michigan News Index* was born of a protest against the more or less hopeless task of trying to find a "piece" that had once been printed in a newspaper. You all know what that is, even those of you newspaper librarians who have modern files upon which to draw. The bigger the morgue the more cumbersome its clippings become. An editorial writer will send up for the clippings on Henry Ford or perhaps Aimce Scemple McPherson. The boy will bring him two or three bushels of clippings and dump them on his desk. What the poor dear desires is a certain fact that is buried in the heap. He thinks of the needle in the haystack, and gives it up.

If the new story breaks on the edge of going to press, the rewrite man has to be a whiz to get anything out of the mass of clippings in time to make the edition.

But it is all here in the *Michigan News Index*, in chronological order, with enough data to cover the main facts in the story without actual reference to the files

(We are indexing Mrs. Aimce Scemple McPherson because the Los Angeles prosecuting attorney trying her case, Asa Keyes, was a former Traverse City, Mich., boy.)

It was while I was covering murder trials and bootlegging investigations and writing up court systems, back in 1920, that Stuart H. Perry, editor and publisher of the *Adrian Daily Telegram*, and JS Gray, managing editor, were discussing these obstacles to finding what they sought in newspaper files. Mr. Perry, it may be explained, is a fiend for accuracy. One does not simply guess about facts when working around Mr. Perry. One knows. It may be of interest to know that he is a member of the board of directors of the Associated Press, and a member of the Advisory Committee of the Pulitzer School of Journalism as successor to the late Victor F. Lawson, publisher of the *Chicago Daily News*. Mr. Gray is a good understudy.

The idea was an index of Michigan news of state-wide interest printed in Michigan newspapers that would be a key to their printed pages and a short cut to what they sought without the waste of time spent in poring over old files or trying to assemble masses of clippings. It was to serve as a key to all of the state-wide news printed in the state papers, and not to the ones indexed, as this class of news is carried generally by all of the larger dailies, and in the Associated Press files.

It was Mr. Gray's idea, in the beginning, to have all of the state papers indexed. My idea was to have one, the *Detroit News*. We compromised by indexing three, the *Detroit News*, the *Detroit Free Press*, and the *Grand Rapids Press*. The Associated Press files are also scanned to overcome the omissions, as all newspapers cannot print all of the news every day.

It was not until the fall meeting of the Michigan Associated Press Association in 1924 that the idea took concrete form, when Mr. Perry outlined the possibility of launching an *Index* on a co-operative basis, with the *Adrian Daily Telegram* undertaking the task of publishing it.

STARTING THE INDEX

At that meeting, thirteen of the upstate papers, including the *Telegram*, agreed to the plan. On the list were the *Grand Rapids Press*, the *Ann Arbor Times News*, *Battle Creek Enquirer and News*, *Bay City Times Tribune*, *Escanaba Daily Press*, *Flint Journal*, *Kalamazoo Gazette*, *Lansing State Journal*, *Muskegon Chronicle*, *Pontiac Daily Press*, *Port Huron Times Herald* and *Saginaw News Courier*. Since then the *Detroit Free Press*, the Library of Congress, the Detroit Public Library, the University of Michigan Library, the Michigan State Library, the Grand Rapids Public Library, the Michigan Manufacturers' Association, and the mayor's office, Detroit, have come in.

The actual work of indexing started February 9, 1925, my working space being in the *Telegram's* commodious city room conveniently placed near the file cabinets where complete files of more than one hundred daily and weekly newspapers and periodicals are kept. My equipment was simple—a desk, a table, a typewriter and a special filing index case on wheels. The last I called my tea wagon; into it went the index sheets as I made my references, from A to Z.

There was no such thing as a leisurely start, or a try-out with experimental indexing. Not only did the actual work have to begin at once, but there was a month's lost time to make up; which I did by working it back to the first of the year as I found time; for the *Index* had to begin with the year, and a month had already elapsed. And, to cap the climax, the legislature was in session, which was producing a flood of bills, each of which meant from five to thirty references and cross references.

There is no way to describe the sea of words into which I swam as I sat and held in my hand the first home edition of the *Detroit News* of February 8 and wondered what to do with it. There must be a key word, and cross references, all so descriptive of the subjects covered and so accurately classified that through them any searcher could find the story at any time thereafter. In a word, it must be "fool proof." After a two days' study of the *New York Times Index* I decided that I would not follow its style. Ours would be a shorter cut through the woods, a direct path to the main highway to which all faces

would turn. Ours was a different proposition, as well. It was to be selective indexing of three papers, instead of all of any one. You newspaper men know that no two papers handle a story alike. One plays up one phase of it, another takes the opposite viewpoint. When the story has run for several days, something of greater importance than anything yet covered may break. Besides I could not make any headway if I had to be constantly turning to the *New York Times Index* for ideas.

So I decided to index for myself. This was my guide: What would I look for if I were trying to find this story?

Many, many times this failed me utterly. I consulted Mr. Gray. Sometimes I followed his suggestions; at other times his words gave me a different idea, and I followed that. At times he was right. At other times, I was. But our mistakes stood out like a sore thumb. They became a veritable epidemic. One led to another, until the whole alphabet was spotted. If the first reference was incorrectly classified, the cross reference were also. When the subject head was corrected, every cross reference had also to be corrected or there was pandemonium in the tea wagon. Mr. Gray finally pushed me off into the swift current and looked away.

One of our mistakes in the beginning was referencing under the general subject. There was Senator Walter F. Treuttner's Anglers' License Bill. Mr. Gray said, "Put all bills pertaining to fish under Fish." So it went under Fish in the first quarterly. It bobbed up again in the second. It did not seem right.

"Is an angler a fish?" I asked Mr. Gray.

"Sometimes," he said, "but I think in this case he is an angler."

It went under Anglers in the second quarterly. But to be really consistent in carrying out a short cut to the day's news, which is the aim and purpose of the *Index*, it should have been under Anglers' License Bill, with the cross references of the name of the author, the legislature headings and Anglers. To give good measure we might have added Fish or Fishing Licenses to the list.

It was not until Mr. Gray had outlined the mechanical part of the index plan that the idea as a whole became clarified in my mind. There

had been discussions about this phase of it at our first meetings. His first suggestion had been to mimeograph proof sheets, and send these about. But he worked out the plan of making a complete copy of each day's indexing and sending that down to the composing room to be set in full, including the headings, there the type to be assembled daily, the extra heads to be dumped and the references only placed under this standing heads respectively, the type for these being kept standing until the end of the quarter.

Up to August of that first year I did all of my own copying, and have always done all of the indexing. This was not because assistance was denied me. It was a one-man job. Mr. Gray tried, at first, to give me a typist to take off the copy each day for the printer. It was unsafe. There was too much uncertainty about classifications, there were too many guesses as to the key words, to risk it. Rather than jeopardize its success, I did my own copying, studying as I took it off from the index sheets, making changes where I thought to improve it. I did not send copy down every day, but kept the printers busy, generally, for the element of cost had always to be considered and overtime pay in the composing room kept down. During the busiest time of the legislature, however, the work was so heavy I dared not let it run for more than two days. There were times when two days' indexing produced seven yards of copy, written on the paper that A.P. operators use that unwinds from a spool.

Our first quarterly issue carried more than forty-three newspaper columns of agate type, the work of less than seven weeks. Every reference in it meant that a story had been read, analyzed, the key word chosen, and every other name or subject in it, some carrying more than thirty, cross referenced. While the proofreading has always been done in the composing room, the index editor has always checked over the revised proofs with the master index.

By August the thing was whipped. It was eating out of my hand. It seemed to be a waste of valuable time to any longer do my own copying. The clerical work, except checking of the proofs, was turned over to a stenographer, which left me free to do the Michigan Sidelights Service, a daily news feature service out of our office, which is a first cousin of the *Index*. I speak of this to show that, with the clerical work done, it is possible for one per-

son to do the indexing and have a little time for something else. It is a form of relaxation to turn from the cryptic letters and figures that look like nothing at all, to writing a special story.

The *index* is furnished to subscribers in two forms, temporary sheets in newspaper form at the end of each of the first two months of each quarter, and in bound book form at the end of every quarter.

We have always tried to make a speed record in placing the *Index* in the hands of our subscribers at the earliest possible date. As we must wait a day for the papers, always indexing the issue of the day preceding, except the *Detroit Free Press* which reaches us the day it is printed, it is not possible to close the month or the quarter until the first day of the succeeding month. The last copy goes down the afternoon of the first day of the new month, and it is generally printed within three or four days thereafter, depending upon how busy they are in the composing room, and at the book binders.

I read the last proof of Volume I, No. 4, 1925, at 12:50 a.m. January 3, 1926 after working from 8 o'clock of the morning before. As this was Sunday morning, we had to wait until Monday before the type could be taken to the book binder's. The bound books were off the press the following Friday, and mailed out, thus placing our last quarterly issue of our first year in the hands of our subscribers in about a week. The proofs for last month's quarterly were all checked off and down in the composing room at 10:45 a.m. October 2. The type went to the book binder's the same afternoon, Saturday last. The books will be in the mail by Thursday or Friday, depending upon the speed of the book binder.

The *Index* is costing the subscribers about \$73 a week, or \$250 a year, each, at the rate of \$5.25 a week. That is what the twenty-one subscribers pay. But much additional overhead is carried by the *Telegram*, of which it says nothing. However, some other plan of financing is being contemplated.

The *Michigan News Index* is not a perfect product. It is even inconsistent, here and there, like some women and most men. That is because it sketches life. And life never runs true to form. Some day there may be a perfect newspaper index. But it will not come until every man and every woman scanning its columns have come to think alike on the classification of every subject.

Some Recent Reference Books of Interest to Newspaper Librarians

Bibliography and Comment by Frank H. Chase, Reference Librarian,
Boston Public Library

American Year Book, 1925, edited by A. B. HART, and W. H. SCHUYLER, Macmillan. New York. 1926. \$7.50.

Resumed after an interruption of six years, and now issued with the co-operation of forty-five national organizations. The articles are by some two hundred and seventy-five contributors, each an authority or specialist in his field. It covers every aspect of American life.

BECKER, MAY LAMBERTON. *Reader's Guide Book*, Holt. New York. 1924. \$2.75.

Based on the author's well-known department in the *Saturday Review of Literature*. Contains one hundred and eleven articles, each describing, in answer to a query, the important books in some field of general interest. Chatty, human, individual, stimulating.

BENHAM, WILLIAM GURNEY. *Putnam's Complete Book of Quotations*. Putnam. New York. 1926. \$6.00.

Perhaps the most comprehensive and generally useful book of quotations thus far published. Eight-hundred and eighty-eight two-column pages followed by an index of three hundred and twenty-five pages.

BROWN, ZAIDEE, ed. *Standard Catalog for High School Libraries*. Pt. I. Wilson. New York. 1926. \$1.00.

One of the best lists of standard books selected for the reader of average mental capacity. Contains twenty-six hundred titles thoroughly annotated.

BUCHAN, JOHN, ed. *The Nations of To-day*. Hodder. London. 1923-24. 12v. 15s. each. (Houghton. New York. \$5.00 each.)

Excellent books by well-equipped authors, each covering the history, economics and statistics of some country. Those on the "Baltic and Caucasian Countries," "Bulgaria and Roumania," "Yugo-Slavia" and "Ireland" are likely to be especially useful.

COOPER, ISABELLA M., ed. *A.L.A. Catalog, 1926*. An annotated basic list of ten thousand books. American Library Association. Chicago. 1926.

An invaluable list for buying. The editor has had the assistance of scores of librarians

and specialists and the list is all that it claims to be. Each title has a very full note and the book is admirably indexed. Contains no books in foreign languages.

Crowell's Handbook for Readers and Writers, edited by H. GERWIG. Crowell. New York. 1925. \$3.50

The best up-to-date book of allusions for American readers. In seven hundred and twenty-eight double-column pages it contains an extraordinary amount of helpful information.

Drama Year Book, 1924, edited by JOSEPH LAWREN. Joseph Lawren. New York. 1924. \$3.00.

Admirably planned and well executed to give a complete view of American theatrical activities in 1923. Sections like "Actors and their part," "Critics and their papers," "Artists and their posters," and "The little theatre organizations" suggest the usefulness of the book. It is to be hoped that publication will be continued.

ENGLEFIELD-HULL, A., ed. *Dictionary of Modern Music and Musicians*. Dent. London. 1924. 35s. (Dutton. New York. \$12.00.)

Devoted entirely to musical affairs since 1880. Comprehensive and reliable. Five hundred and fifty double-column pages.

ENCYCLOPAEDIA BRITANNICA. Supplementary volumes, helping to constitute the 13th ed. Encyclopaedia Britannica, Inc. New York. 1926. 3v.

Edited by J. L. Garvin, these volumes adequately cover the period from the publication of the 11th edition in 1910 to September 1, 1926. They supersede the three so-called "new volumes (12th edition)" issued in 1922, which were badly clogged with war material. The new volumes are finely illustrated and well indexed, and are tied up by references with the volumes of the 11th edition. The maps are below standard. A new index volume combines the material in the 11th edition and that in these volumes into a single alphabet.

Europa Year Book, 1926, Harper. New York. 1926. \$5.00

A remarkable new compilation destined to be very useful. After a general European survey of the year in ten chapters there follows a "Who's Who and Directory" for each country of Europe, with sketches of thousands of persons prominent in various lines of public life. This section is followed by one on European history in the making with a sketch map of each country, a statistical survey, an outline of the constitutions and diary of the year's events. Statistics of economics and social conditions covering all Europe by general subject complete the book. There is an excellent index of names giving a clue to hundreds of person not easy to trace elsewhere.

FOWLER, HENRY WATSON. *Dictionary of Modern English Usage*. Oxford University Press. Oxford, England and New York. 1926. \$3.00. (7/6)

A book of seven hundred and forty-two double-column pages answering from the British standpoint every conceivable question regarding the usage of words. It has been described as the "most interesting of dictionaries" and no writer can fail to get help and suggestion from its pages.

GABRIEL, RALPH H., ed. *The Pageant of America*. University Press. New Haven. 15v. \$67.50. (By subscription. 5v. out September, 1926.)

An astounding collection of pictures—two or three to the page—illustrative of every phase of American life, with text introductory to each sub-topic, and explanatory notes on each of the eleven thousand pictures. It is a unique and indispensable source of illustration for every activity of the American people. The volumes devoted to architecture, the stage and sport are creative and unparalleled.

GRAHAM, BESSIE. *Bookman's Manual*. 2d ed. rev and enl. R. R. Bowker Co. New York. 1924. \$3.50.

A guide book to books. In six hundred and twenty-five pages it describes the best books for students and readers arranged in forty-two classes. Full of information on authors and editions, lighted up by judgment and good sense.

GRAHAM, MALBONE WATSON AND R. C. BINKLEY. *New Governments of Central Europe*. Holt. New York. 1924. \$5.00.

Illuminating treatise on governments and politics in the succession states. Has remark-

able charts, showing at a glance the interrelations of political parties and their policies.

National Cyclopaedia of American Biography. James T. White & Co. New York. Current volume A. 1926. \$15.00.

A loose-leaf volume intended to be kept up-to-date by annual changes. An illustrated morgue, including many men of significance, joined with many others of only local or commercial importance.

New International Encyclopedia. Supplement. Dodd Mead. New York. 1925. 2v. \$17.00.

Covers the years 1914-24 on the lines of the last (1914-16) edition of the encyclopedia.

ORCUTT, WILLIAM DANA. *The Desk Reference Book*. Stokes. New York. 1926. \$1.50.

An interesting hand-book for all who write. Along with ordinary matters of punctuation, abbreviations, etc., it includes a suggestive chapter on numerals and full directions for making an index.

PRATT, WALDO SELDEN. *New Encyclopedia of Music and Musicians*. Macmillan. New York. 1924. \$6.00.

A comprehensive work divided into three parts: Definitions and descriptions, one hundred and eighty double-column pages; biography, seven hundred and twenty pages; "places, institutions, and organizations" sixty pages. The most complete and reliable single volume hand-book in the field of music.

The Reference Shelf. H. W. Wilson Co. New York. 1922-26. 3v in 31 nos. \$90 each no.

A handbook of current questions, each containing a briefed outline of its subject; an extended selective bibliography; and a series of reprints of authoritative articles, presenting various points of view. Typical titles are: *Outlawing the Pistol, Metric System, Tax Exempt Securities, Japanese Exclusion*. Issued periodically.

ROGET, PETER MARK. *Roget's Treasury of Words*, abridged from Roget's International Thesaurus by C. O. S. Mawson and K. A. Whiting. Crowell. New York. 1924. \$1.00.

The best book of synonyms for the busy man. Contains all that is essential in the large *Thesaurus* and is far less confusing.

SMITH, JOSEPH RUSSELL. *North America*. Harcourt. New York. 1925. \$6.00.

A geography of North America written by a master and containing everything that one needs to know about the interrelations of man and nature on the continent. Eight hundred and fifty pages of absorbing interest.

Travel Book. Baltimore International Transportation Association. 1926. \$10.00.

The best reference book for those who travel on business. Covers the entire world, briefly characterizing each town, giving plans of many, and containing full information about hotels, restaurants and other conveniences. It gives exhaustive information on transportation, and full lists of transportation services, including bus and truck lines. It also lists the civic organizations in each place. Issued annually.

UNITED STATES BUREAU OF THE CENSUS. *Biennial Census of Manufactures, 1921*. Supt. of Docs. Washington. \$1.75.

Very comprehensive. Sixteen hundred and twenty-five page of figures regarding American manufactures. The present volume issued in 1922 contains the figures for 1921.

Who's Who in the Theatre, edited by JOHN PARKER, 5th ed. rev. and enl. Small Maynard. Boston. 1925. \$6.00.

A welcome book for all dramatic critics. Contains nearly three hundred biographies of actors, of which three hundred and fifty have been added since the last edition. Among many other features it has a complete list with dates of all plays produced on the London stage from the time of Shakespeare to 1925.

Dinner Meeting Addresses

In the November issue we mentioned the various addresses delivered at the dinner meeting. We are herewith printing in full the address by Mr. Alcott at the dinner and printing in abstract the greetings from President Handy, the address by Dr. Douglas and the communication from Mr. White. We have given prominent place in this issue to the interesting address by Mr. Lyman, editor of the *World Almanac*, entitled "Saving Time in Research."

Aims of the Newspaper Group

By William Alcott, Chairman of the Newspaper Group

It was a happy thought that prompted the Program Committee to arrange for a dinner in this historic city and on this historic day in the record of American librarianship, the fiftieth anniversary of the formation of the first library association in the world.

It is an inspiration to see so many newspaper librarians and their friends assembled, and it is a pleasure to extend the greetings of the Newspaper Group of Special Libraries Association to this final meeting of our fourth annual conference, a conference that has been marked by constructive ideas, serious thought, and splendid fellowship.

In that memorable anniversary meeting this noon at Drexel Institute, the A.L.A. took occasion to look backward to its beginnings and to survey the way they had since traveled. And although our history extends back for a period of only forty months, it may be inter-

esting to us briefly review our progress in this small, though earnest movement, and to see what we are aiming to do.

We, too, like the A.L.A., returned to the peace of our birth this year, for it was three years ago last May that the first conference of newspaper librarians was held at Atlantic City. Five were there present, four men and one woman, representing Boston, New York, Philadelphia and Washington. Joseph F. Kwapil, librarian of the *Public Ledger*, called the conference and issued the circulars at his own expense. (Here the speaker, who was presiding, called upon Mr. Kwapil to stand and he was given an ovation.)

The A.L.A. when it met for its second conference, found attendance diminished 30 per cent, but when the Newspaper Group met for its second conference their numbers had increased 60 per cent. and Buffalo and Milwaukee joined the conference. At Swampscott at the third conference the number has increased to twenty-five. Today we are firmly established. We have purposes that are fundamental. We aim to make the newspaper library more

efficient; we seek to do it by arranging an annual conference for the discussion of library problems, of which a by-product will be mutual acquaintance and the widening of the horizon of every newspaper librarian.

We are custodians of facts, and the more accessible we make them, and the more quickly they can be supplied when wanted, the more efficient and valuable we make the library. One of our functions, and an important one, is to help make the newspaper more accurate and reliable. All of us have much to learn from one another in this field. But by doing this, and by doing more than we are paid for, we shall increase the value of the library to our newspaper, and promote the welfare of ourselves and of all newspaper librarians.

In looking over some of the newspaper stories on the beginnings of A.L.A., I have been impressed by two things, first, by the greatness of the thing, and, secondly, by the smallness of it.

First of all there looms up that group of wonderfully strong men—men like Dewey, Poole, Cutter, Winsor, and Evans, each of whom has left a monument in permanent contributions to librarianship. Truly, "there were giants in those days."

The second thought is at the opposite pole, and relates to a condition that could not have been otherwise. I speak of it here, not in a spirit of disparagement of those who organized A.L.A. fifty years ago, but rather for our encouragement today. Newspaper librarians are somewhat prone to consider themselves inferior to other librarians, owing possibly to their lack of technical library training. It is well to be conscious of this fact. True it is that only a few in the ranks of newspaper librarians are library-trained. Some are so trained, and the number is probably on the increase, but a trained newspaper librarian, as compared with the trained public librarian, is rare. Let us acknowledge this, and then let us look at the men and women who organized A.L.A. They, too, were untrained, if we use the term as understood today. Dr. Justin Winsor of the Boston Public Library and later of the Harvard College Library, who was the first president of the A.L.A. is on record as saying that the time would probably never come when any other training than the experience gained in the work of the library would be needed for the librarian. He was untrained himself, as were all his contemporaries, for the first library school in

the world was not established until eleven years after the organization of A.L.A.

Yet the organizers of A.L.A. were men and women such as we are today. They worked with meagre equipment, most of them lacked any good library system, and if we think of libraries as undermanned today, what shall be said of them fifty years ago? Surely, we have traveled a long road since then.

EARLY LIBRARIANS HAD VISION TO ORGANIZE

Something besides technical library training is needed for the newspaper librarian, which is not given in library schools and is not found in public libraries. It is what we call in newspaper circles, "the nose for news," an instinct necessary to the wise handling of news clippings. This is the newspaper librarian's function. He needs to possess it and he needs to develop it, and it is a sense which experience greatly strengthens.

Now I speak of these things in order that the newspaper librarian who is inclined to emphasize a supposed inferiority may get a better idea of his relation to other librarians, and to show something of relative values. So without disparagement in any way of the forward-looking men and women who met fifty years ago and organized the first library association, let us thank them for their great service to American librarianship, but let us not, at this short distance in time, exalt them to a place "a little lower than the angels." They were men and women imbued with a vision for larger service, and to help achieve their purpose they organized as an association. To me that is a source of encouragement and inspiration. It points the way for us. We need the vision for larger service, and we need the help and co-operation which comes through association.

One thing has marked the newspaper librarian of the past above all others. He was a solitary person. In many a city he was the only person in his vocation. In a large city he was one of a few, and those few almost never had any communication with one another. It has been said that solitary confinement is the worst punishment human mind has devised. Many a newspaper librarian has worked for years in solitary isolation.

In this realm the Newspaper Group comes as a redeemer. It breaks down isolation. It promotes fellowship. It enlarges usefulness. We learn the difference between material and information. Our material is sacred. We do

not loan it or give it away. But information we gladly give to anyone, and with greater joy to our fellow workers. We are learning how to co-operate honorably and effectively. We are elevating the level of our work. We are becoming more useful and more efficient and we ought to be more valuable to our organizations.

Greetings from President Handy

Mr. Daniel N. Handy, representing Special Libraries Association, spoke briefly expressing his appreciation of the loyal support of the Newspaper Group, and congratulating it upon the rapid and substantial success which it had achieved. He recalled the early days of S.L.A. and the absence from its initial membership of representatives of the Newspaper Group. Legislative reference libraries had then been uppermost, and it was mostly their problems which occupied the young Association. The engineering and technology interests had been next in importance, and out of these two had grown the *Public Affairs Information Service* and the *Industrial Arts Index*, now widely used tools in information getting. Subsequently the business library had occupied a paramount position, and its problems chiefly concerned the more active groups in its membership.

Notwithstanding the absence from the Association in its early years of newspaper librarians, it was nevertheless an interesting coincidence that in the first issue of SPECIAL LIBRARIES magazine, there appeared an article by the then librarian of an editorial library urging the need of a news index, and the desirability of discovery, and bringing into the Association of all the newspaper librarians of the country. The news index became a reality; but it was fifteen years before the Newspaper Group, thanks to the splendid energy of Mr. Kwapil and Mr. Alcott, became a reality.

NOTE:- The writer of the article mentioned was Mr. Paul P. Foster of the *Philadelphia Inquirer* who was present at the dinner meeting in Philadelphia.

Editorial View of Newspaper Librarian

Dr. George W. Douglas, dean of the staff of editorial writers on the *Public Ledger*, with wit and wisdom from many years of experience in the newspaper field, told of the needs which confront the editorial writer, and of the

form in which he would like to have the material handed to him. He urged broad analytical cataloging of contents of books, and he said, in part:

"The newspaper librarian is the custodian of the tools the editor uses. He should have those tools properly arranged and classified so that they can be got at instantly. If the books and other matter could be card-indexed with cross references we should have an ideal library. The card index should contain not only a list of the books but an index of what the books contain so that a man in search of data could have it all assembled with the least possible loss of time."

Adequate Libraries Are a Wise Economy

A Letter from Lee A. White, Editorial Executive, *Detroit News*.

Replying to an invitation to speak at the dinner meeting, Lee A. White, editorial executive of the *Detroit News*, was obliged to decline, but he sent a letter in which he said:

"The work newspaper librarians are wisely, earnestly and patiently doing is, to my mind, an eloquent answer to the familiar challenge flung at the press. Their work, and their happily increasing resources for the sympathetic dispensing of exact information, make for that accuracy which is the soul of good journalism.

"Shallowness, superficiality, error, never had less justification than since the publishers discovered the wisdom and economy of adequate libraries adequately staffed.

"Of this every forward looking editorial executive is well aware, and however frequent or sharp his criticisms may be, he boasts the service and takes pride in the product of the reference department. Knowing this, we can the more readily forgive him for putting a bushel over our light and letting his own shine brightly. What we are interested in is results. Reward assuredly follows."

How a Newspaper Library Functions

At the conclusion of the dinner, the film entitled, "How a Newspaper Library Functions," was thrown on the screen, and in realistic fashion showed the working of the library of the *Public Ledger* on a busy morning in Philadelphia. Mr. Kwapil, librarian of the *Ledger*, under whose auspices the film had been prepared, directed the presentation, and answered questions as to methods and system.

The film had previously been shown at the Tuesday evening session in the large convention hall at the Hotel Chelsea in Atlantic City.

Associations

As the magazine passes through the press, association reports come in from Boston, New York and San Francisco concerning the November meetings. Full accounts of these events will appear in the January issue. Reports from the field indicate that the local associations are all beginning the new business year with increased vigor. The new administration proposes a closer relation between the local associations and the national association.

Pittsburgh

The September meeting was held the sixteenth at the Allegheny County Law Library, City-County Building. Plans for the year were made and the convention program was read.

The October meeting was a dinner and discussion held at the Ann Baile Tea Shop; the program included reports on the recent convention. Mrs. Wappat told of the Arts Library in the Little Theater, Miss Kinne told of the work of the Reference and College Section of A.L.A., Miss Callan spoke of the work of the Technology Group especially the Public Utilities Section. Miss Schlessinger and Miss Key mentioned the Technology and Industry meetings. The Pittsburgh Special Libraries Association feels the convention was rather well covered by its delegates, eight in number, with the possible exception of the Newspaper Group, a very strong one nationally. The Pittsburgh October meeting was well attended.

We are planning to have a speaker for the attraction at the November gathering. A larger crowd is expected as it will be an open meeting.

Southern California

The Special Libraries Association of Southern California held its first fall meeting on September 10 at the Los Angeles Public Library which had recently occupied its new library building. The meeting was a joint session with the Sierra Club and the members of the two associations were welcomed by Miss Althea Warren, assistant librarian of the Public Library. Other speakers were Mrs. Faith Homes Hyers, publicity director, and Mr. Julian Garnsey, who designed the interior decoration of the new building. After the addresses the Sierra Club members were escorted through the library in small groups and the special librarians remained in the lecture room to hold

a business session. The chief topic of the evening was the California number of *SPECIAL LIBRARIES* which, in the opinion of the members, proved to be a very satisfactory issue. Mr. Byron E. Edwards read a letter from Mr. Worthington, president of the San Francisco Association, expressing his appreciation of the California number and work which the Association of Southern California had put into it. It was moved that Mr. Marion, Mr. Vandegrift and the committee who collected and organized the material for the number be given a special vote of thanks.

The question of a permanent exhibit was brought up for discussion, but no definite plans were formulated. At the close of the session the members were conducted on a short tour of the new building which was found to be most original in design and construction.

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The second monthly meeting of the association was held at the Barlow Medical Library, Los Angeles. The members gathered at six o'clock for a dinner and at 7:30 were called to order for a business session. Communications from officials of the national Association, expressing thanks for the contribution to the Sesqui-Centennial fund, were read and a letter from the Huntington Library was received inviting the association to hold a future meeting at the library. A suggestion from the university librarians concerning a joint meeting was referred to the Program Committee. The topic for discussion was opened by Miss Josephine B. Hollingsworth, who discussed methods of bringing attention to magazine material before the general indexes arrive. Special reference was made to the *Black Books* used by the Barlow Medical library. Mrs. Mary E. Irish, of the latter library, presented a brief report of a trip to eight medical libraries throughout the country which she visited while in attendance at the convention of medical librarians. Mrs. Townsend presented an interesting paper on "Quacks and Nostrums," a most entertaining account of the credulity of mankind in the weird remedies devised for all our ills. At the close of the program a social half-hour was enjoyed and the library was visited in all its nooks and crannies.

Events and Publications

Rebecca B. Rankin, Department Editor

The *New York Times* for October 14, 1926 presents an editorial entitled "The Mounting Pile of Books," referring to the address of the Master of Balliol at a recent meeting of the Association of Special Libraries and Information Bureaux.

The *St. Louis Post-Dispatch* has recently issued a series of publications which contain a vast amount of information about the St. Louis market and include a special study on the radio industry.

Foster & Kleiser Co., outdoor advertisers, have compiled a book on *The Pacific Coast as a Market for Commodities*. The publication also shows the outdoor advertising facilities in that territory.

The twenty-fifth *Annual Report of the Insurance Society of New York*, for 1925-26 includes splendid photographs of the library of the society. The new quarters of the society provide more adequate and attractive rooms for the library. Total accessions are 19,128 and the number of readers using the library 5,522.

The Bridgeport Public Library, Orlando C. Davis, librarian, is responsible for a mimeographed list of books and articles obtainable in the Technology Department of that library on the subject of advertising. It is a well selected list, with one or more titles on the many fields of advertising.

The Technology Group of the S.L.A. is keeping its bibliographies up-to-date. The "Source List of Statistics of the Rubber Industry" distributed last year in mimeographed form now has "Additions 1926." You may secure a copy from Miss Elizabeth Wray, United States Rubber Co., Columbus Circle, New York.

Librarians interested in safety problems, upon application to the librarian of the National Safety Council, 108 East Ohio Street, Chicago, may obtain copies of the Transactions of the 14th Annual Congress, National Safety Council, relating to Public Safety.

The article which Miss K. Dorothy Ferguson, librarian of the Bank of Italy, San Francisco, prepared for the Financial Group meeting on the subject, "Inside Publicity or How We Sell Ourselves to Our Organizations," was printed in the *Coast Banker* for October, 1926

under a large heading, "Start a Run on the Bank Library."

Griffenhagen & Associates, Ltd., management engineers and accountants, have issued for limited distribution a bulletin of facts and ideas entitled *Public Administration and Finance*. Persons desiring to receive this bulletin should apply to Griffenhagen & Associates, Ltd., 155 East Superior Street, Chicago.

The editor has received from the secretary of the Association of Special Libraries and Information Bureaux of Great Britain a press report of the Balliol conference held in September, 1926; also address by Lt. Col. Luxmoore Newcombe, librarian-elect, Central Library for Students, entitled "Intercommunication Between Special Libraries" and address by W. H. Dawson on "A University Research Intelligence Service."

The School of Commerce and Finance of Indiana University have recently established a series of publications entitled "Indiana Studies in Business." The initial copy, dated October, 1926, relates to *State Income Taxation* and is prepared by Lionel D. Edie and Charles R. Metzger.

The McGraw-Hill Company, New York, has segregated the publication of its reference books under the direction of a new company, The McGraw-Hill Catalog and Directory Company. The publications handled by this department include *Keystone Mining Catalogs*, *McGraw-Hill Electrical Engineering Catalog*, and *Electrical Trade Catalog* and the *Radio Trade Catalog*.

The University of Nebraska, Lincoln, has a Committee on Business Research which makes "Nebraska Studies in Business." In this series of studies, sixteen have been published; the majority are concerned with retail business of various kinds. Four bibliographies on *What to Read on Banking, on Retailing, on Insurance and on Business* are also available upon request to the Extension Division of the University.

The Civic Federation of Dallas, Texas, Mrs. Ruth Rice, librarian, has a Social Research Library of eighteen thousand pamphlets and fourteen hundred bound volumes. It has recently issued a *Catalog of Subjects* of this library. It may serve as a guide to some

special libraries or be suggestive for subject headings.

Mr. Nathan Van Patten, librarian of Queen's University, Kingston, Ontario, formerly assistant librarian of the Massachusetts Institute of Technology, has recently compiled two valuable bibliographies, one on *The Corrosion of Metals and Its Prevention*, the other on *The Literature of Lubrication*. Miss Grace S. Lewis, librarian of the Dominion Bureau of Statistics, collaborated in the latter volume. These publications may be obtained from the compiler for the price of \$5.00 each.

The Dartnell Corporation, Chicago, issues now and then reports which contain well-chosen bibliographies. Report No. 215 is a recent one entitled, *A List of Practical Business books selected for the Business Executive, Department Manager, and Salesman*. The list is compiled by Frances M. Cowan, librarian of the Dartnell Corporation, and copies may be secured free of charge from her upon request. It is a classified list, contains prices of books, and short descriptive notes. It is unique in form, as the manila cover is the proper shape and size to file in the vertical file.

The Committee on Social Science Abstracts of the Social Science Research Council has prepared a communication to social scientists seeking knowledge concerning the need of an adequate Social Science Abstract Journal. They have issued a mimeographed pamphlet setting forth the form and material of the abstracts and requesting a personal opinion from social scientists throughout the country. Copies of this document may be obtained from Professor F. Stuart Chapin, University of Minnesota, chairman of the committee.

The Museum Association of Newark, New Jersey, has issued a comprehensive booklet entitled *Nothing Takes the Place of Leather*, prepared by John Cotton Dana, director of the Museum, in connection with the leather exhibit which was held at the Museum from March 17 to June 30, 1926. The exhibit occupied the entire second floor of the new building recently presented to the Newark Museum Association by Louis Bamberger of Newark. The booklet contains a vast amount of information about the leather industry with special emphasis on the place of Newark in the leather trade of the United States. Five pages are devoted to the literature of leather. This booklet is the third in a series of three,

its predecessors being *New Jersey Clay*, published in 1915, and *The Story of Textiles*, published in 1916.

The monthly circular of H.M. Stationery Office is a fund of information about British government publications. The October issue contains reference to the following recent reports on Research: Research in Science and Industry; report of the Committee of the Privy Council for Scientific and Industrial Research for the year 1924-25. First Report of the Fabrics Co-ordinating Research Committee summarizing the activities of the committee during the three years ending July, 1924. Report of the Food Investigation Board, 1924, giving an account of advanced research in the theory of freezing, the chemistry of oils and fats, thermal properties of ethyl chloride and of methyl chloride. Second Report of the Adhesives Research Committee containing, among other things, the record of notable advances in the chemistry of gelatin. Recent report of the Fuel Research Board for period ending December 31, 1924. A copy of the monthly circular, or any publication listed therein, may be obtained in the United States from the British Library of Information, 44 Whitehall Street, New York.

The *New York Times* on September 18 issued a 75th Anniversary Number. Illustrated with numerous photographs and drawings, it is a reflex of the history of our country for seventy-five years. One of the striking features of the number is a series of facsimile reproductions representing important dates in the history of the *Times*. These include the first edition of the paper dated September 18, 1851; the laying of the first Atlantic cable on August 17, 1858; the outbreak of the Civil War, April 13, 1861; the close of the war, April 4, 1865, the death of Lincoln eleven days later; the victory at Manila, May 2, 1898; Peary's discovery of the pole, September 9, 1909; opening of the World War, August 2, 1914; loss of the "Lusitania," May 8, 1915; declaration of war on the part of the United States, April 2, 1917; signing of the armistice, November 11, 1918; the conquest of the pole by the airship "Norge," May 12, 1926. Special attention is devoted to the world as it was seventy-five years ago and the change in the city of New York is well shown by the engravings and wood cuts of that period. Every advertisement in the number is presented by a firm which has been in business seventy-five or more years.

Among the Business Books

Business English Books

PICKEN, JAMES H. *Business Correspondence Handbook*. Shaw. Chicago. 1926.

SAUNDERS, ALTA G. *Effective Business English*. Macmillan. New York. 1925.

HOUSE, HOMER C. AND HARMAN, SUSAN E. *Handbook of Correct English*. Longmans. New York. 1926.

The business world today demands more effective use of the English language and as a result the book publishers are putting forth some unusually complete texts upon this subject. A noteworthy volume from the A. W. Show Press is edited by James H. Picken, a counselor in direct-mail advertising. This volume replaces the *Business Correspondence Library* published by the same firm in 1911, but contains 95 per cent. of new material. The writer outlines the development of business correspondence and the present-day use of business letters. He notes the result of letter returns due in large part to the quality of letters and analyzes the various letter types, laying down six fundamental rules for letter-writers. Every detail of direct mail is discussed by Mr. Picken, including the preparation of a letter, the form of persuasion, the style of expression and the dress. He discusses the psychology of letter-writing and the use of letter campaigns. He also discusses the handling of reports, use of direct mail forms, collection letters and letters that are just complaints. A final chapter is devoted to correspondence supervision. An appendix contains business correspondence terminology and a bibliography.

Effective Business English, by Professor Saunders of the University of Illinois, in a less copious way discusses the business letter. He especially refers to the letter that sells, showing the essential principles and the characteristic processes which produce selling results in direct mail. He devotes several chapters to various types of business letters. A section of the book is devoted to the preparation of reports with the use of graphs and forms. A bibliography is placed as an appendix to the volume.

Professors House and Harman of the University of Maryland have prepared a *Handbook of Correct English* for college classes.

This is more of the textbook type and is not essentially a business volume, although most persons engaged in business would find the volume useful for its examples of grammatical usage and proper diction.

Books for General Reading

SULLIVAN, MARK. *Our Times. The United States 1900-1925*. Scribner's. New York. 1926.

CROCKETT, ALBERT S. *When James Gordon Bennett Was Caliph of Bagdad*. Funk & Wagnalls. New York. 1926.

KAHN, OTTO H. *Of Many Things*. Boni & Liveright. New York. 1926.

HAWTHORNE, NATHANIEL, editor. *The Yarn of a Yankee Privateer*. Funk & Wagnalls. New York. 1926.

There comes to the editor's desk from time to time a few miscellaneous books which are not strictly business volumes, but which should receive some mention in SPECIAL LIBRARIES. A unique volume written by a skillful pen is *Our Times* by Mark Sullivan. It is not history—it is life as Mr. Sullivan has seen it during his many years of public life. The volume is well illustrated and most readable.

Another book which takes us further back in the chain of events is the tribute to John Gordon Bennett by Albert Stevens Crockett, written in the modern biographical style which gives an intimate picture of a man who lived a nomad's life and whose eccentricities have been the talk of two generations.

Of later days are the reflections and impressions on international affairs, domestic topics and the arts by Otto Kahn in which the author shows the versatility of his contacts. The volume strikes a wide range of thought from the theater guild to the stock market and from impressions of Theodore Roosevelt to European relations.

Far removed from these books is *The Yarn of a Yankee Privateer*, recently brought to light by the firm of Funk & Wagnalls. The origin of the story is unknown, but it was edited by Nathaniel Hawthorne in 1846. A reward of \$500 has been offered for the discovery of the author.